

City of Norcross

65 Lawrenceville Street

Norcross, GA 30071



Meeting Agenda

Thursday, May 28, 2026

6:30 PM

2nd Floor Conference Room

Zoning Board of Appeals

Michael Walsh, Chair

Bob Evely, Vice Chair

Naim Harrison

Taylor Walker

Eleanor Gilchrist

A. Call to Order**B. Presentation of previous meeting minutes for acceptance and acceptance of the agenda as presented for the scheduled meeting.**

[Zoning Board of Appeals Board — Regular Meeting Minutes — April 23, 2026 6:30 PM](#)

C. Ongoing Business**D. New Business****1. 2026-168: ZBA2026-003**

Requested Variances: Chapter 200-Land Use and Zoning, Article 2-Supplemental and Accessory Use Standards, Section 202-2.h.1.b Supplemental Use Standards, requesting relief from the provision that no fence shall extend into or across the front yard of any residence in the national historic district or local historic district.

Attachments:

1. Staff Report
2. Application_Redacted
3. Additional Information

2. 2026-169: Appeal of Community Development Director's Decision

Request that the Zoning Board of Appeals reverse the staff determination and recognize 5266 Buford HWY as an existing nonconforming place of assembly.

Attachments:

1. Appeal_Reconsideration Letter
2. Appeal Packet_Redacted
3. Appeal_Previous Tax Certificates
4. Appeal_Email confirmation from Finance
5. Appeal_Email from Staff Confirming lack of OTC for 2025 Redacted

E. ADDITIONAL INPUT AND/OR DISCUSSION NOT OTHERWISE ADDRESSED BY THIS AGENDA**F. Adjourn**

City of Norcross

65 Lawrenceville Street

Norcross, GA 30071



Meeting Minutes

Thursday, April 23, 2026

6:30 PM

2nd Floor Conference Room

Zoning Board of Appeals

Michael Walsh, Chair

Bob Evely, Vice Chair

Naim Harrison

Taylor Walker

Eleanor Gilchrist

A. Call to Order

The meeting was called to order at 6:30 PM by Chair Michael Walsh.

B. Roll Call

Attendee Name	Title	Status	Arrived
Michael Walsh	Chair	Present	
Bob Evely	Board member	Present	
Taylor Walker	Board member	Present	
Eleanor Gilchrist	Board member	Not Present	
Naim Harrison	Board member	Present	

C. Presentation of previous meeting minutes for acceptance and acceptance of the agenda as presented for the scheduled meeting.

A motion to approve the December 4, 2025, Zoning Board of Appeals Meeting Minutes.

*RESULTS: APPROVED [UNANIMOUS] 4-0
 MOVER: MICHAEL WALSH, CHAIR
 SECONDER: NAIM HARRISON, BOARD MEMBER
 AYES: WALSH, WALKER, HARRISON, EVELY
 ABSENT: ELEANOR GILCHRIST*

D. Ongoing Business — None

E. New Business

1. 2026-133: ZBA2026-001

Staff Presentation

Staff presented the variance request for relief from Chapter 200 – Land Use and Zoning, Article 1 – Zoning Districts and Use Provisions, Division 2 – Single-Family Residential Districts, Section 201-6(b) R100 lot development standards, specifically requesting relief from the minimum front setback requirement.

Public Hearing

The applicant, Jeff Chacon, spoke to the Board regarding the request for a setback reduction adjacent to Lancelot Drive and discussed the proposed size of the home. Ms. Melanie Trest of 987 East Glochester Place spoke in opposition, expressing concerns regarding line of sight, the size of the proposed home in relation to the lot, and the historic character of the area.

Board Discussion

Board Member Bob Evely provided brief remarks regarding the topography challenges of the lot.

ZBA Conditional Approval

The ZBA voted to approve the request with the following condition:

- The variance granted shall be allowed to encroach into the front yard setback 15 feet adjacent to Lancelot Drive as submitted on the site plan dated 3/2/2026.

RESULT: APPROVED [UNANIMOUS] 4-0

MOVER: MICHAEL WALSH, CHAIR

SECONDER: BOB EVELY, VICE CHAIR

AYES: WALSH, WALKER, HARRISON, EVELY,

ABSENT: ELEANOR GILCHREST

2. 2026-134: ZBA2026-002**Staff Presentation**

Staff presented the variance request for relief from Chapter 200 – Land Use and Zoning, Article 1 – Zoning Districts and Use Provisions, Division 2 – Single-Family Residential Districts, Section 201-6(b) R100 lot development standards, specifically requesting relief from the minimum side setback requirement.

Public Hearing

The applicant, John Grovenstein, spoke regarding the request and explained the need to remove the existing open deck, which was built up to the property line, and rebuild a new deck in the same location. The applicant also provided photographs of the existing deck conditions, including front yard, side yard, and rear yard views. No opposition was present.

Board Discussion

The ZBA briefly discussed the setback proposal for the deck rebuild. Staff advised the Board that there was no record of when the original deck was constructed and no historical variances on file for the setback encroachment.

ZBA Conditional Approval

The ZBA voted to approve the request with the following condition:

- The variance granted shall allow encroachment of 10 feet into the side setback adjacent to the western property line for a proposed 283-square-foot deck with steps and landings, per the site plan dated 3/10/2026.

RESULT: APPROVED [UNANIMOUS] 4-0

MOVER: MICHAEL WALSH, CHAIR

SECONDER: NAIM HARRISON, BOARD MEMBER

AYES: WALSH, WALKER, HARRISON, EVELY,

ABSENT: ELEANOR GILCHREST

3. 2026-135: Appeal of Community Development Director's Decision

The applicant requesting the appeal of the Community Development Director's decision asked that the matter be tabled to the May Zoning Board of Appeals hearing.

RESULT: APPROVED [UNANIMOUS] 4-0

MOVER: MICHAEL WALSH, CHAIR

SECONDER: NAIM HARRISON, BOARD MEMBER

AYES: WALSH, WALKER, HARRISON, EVELY,

ABSENT: ELEANOR GILCHREST

F. ADDITIONAL INPUT AND/OR DISCUSSION NOT OTHERWISE ADDRESSED BY THIS AGENDA

G. Adjourn

The meeting adjourned at 7:02 PM by Chair Michael Walsh, seconded by Vice Chair Bob Evely. The vote was unanimous, 4-0.



Variance

Case Number	ZBA2026-003
Hearing Date	May 28, 2026
Petitioner	Benjamin Metzger
Property Location	293 Academy Street
Current Zoning	R75 (Single-Family Residential)
Proposed Zoning	N/A
Character Area	Character Area 7A: Historic Downtown Norcross
Site Acreage	.20 Acres
District	6
Land Lot	255
Parcel #	6255 448
Taxes Paid	N/A
Historic District	Yes

Requested Variances: Chapter 200-Land Use and Zoning, Article 2-Supplemental and Accessory Use Standards, Section 202-2.h.1.b Supplemental Use Standards, requesting relief from the provision that no fence shall extend into or across the front yard of any residence in the national historic district or local historic district.

COMMUNITY DEVELOPMENT AND PLANNING DEPT. RECOMMENDATIONS

Findings:

1. The granting of the variance may not cause substantial detriment to the public good or impair the purpose and intent of the UDO.

Should the ZBA decide to grant approval, Staff recommends the following conditions:

Conditions:

1. The variance granted shall allow a fence no taller than four (4') feet to be in the front yard of a property located within the National Historic District;
2. Fence shall be setback a minimum of three (3') feet from the edge of the right of way;
3. A fence permit shall be applied for with the Community Development Department prior to installation; and
4. Materials shall be consistent with the renderings included in this analysis.

Variance Criteria:

Please see below for the staff interpretation of the variance criteria. The applicant has also prepared answers to the variance criteria that can be viewed in the application.

Factor: (1) Whether there are extraordinary and exceptional conditions pertaining to the particular property in question because of its size, shape or topography.

Analysis: There are no known extraordinary and exceptional conditions pertaining to the particular property in question due to size, shape or topography.

Supports Requested Use: No

Factor: (2) Whether the application of the UDO to this particular piece of property would create unnecessary hardship.

Analysis: While there is no hardship based on size, shape, or topography of the land itself, the applicant will not be able to install a front yard fence based on UDO section 202-2.h.1.b. without a variance granted by the Zoning Board of Appeals.

Supports Requested Use: No

Factor: (3) Whether such conditions are peculiar to the particular piece of property involved.

Analysis: Such conditions may not necessarily be considered peculiar to the particular piece of property involved, as parcels adjoining and in the vicinity are also located in the National Historic District. Fences that exist on residential properties in the National Historic District are more than likely to be legal nonconforming since this rule was enacted on December 8, 2020.

Supports Requested Use: No

Factor: (4) Whether such conditions are the result of any actions of the property owner.

Analysis: One of the existing fence provisions offered in the Unified Development Ordinance does not allow installation of a fence in the front yard of a residence located in the National Historic District, so therefore the applicant is seeking relief from that provision to install a three (3') foot tall picket fence for privacy purposes.

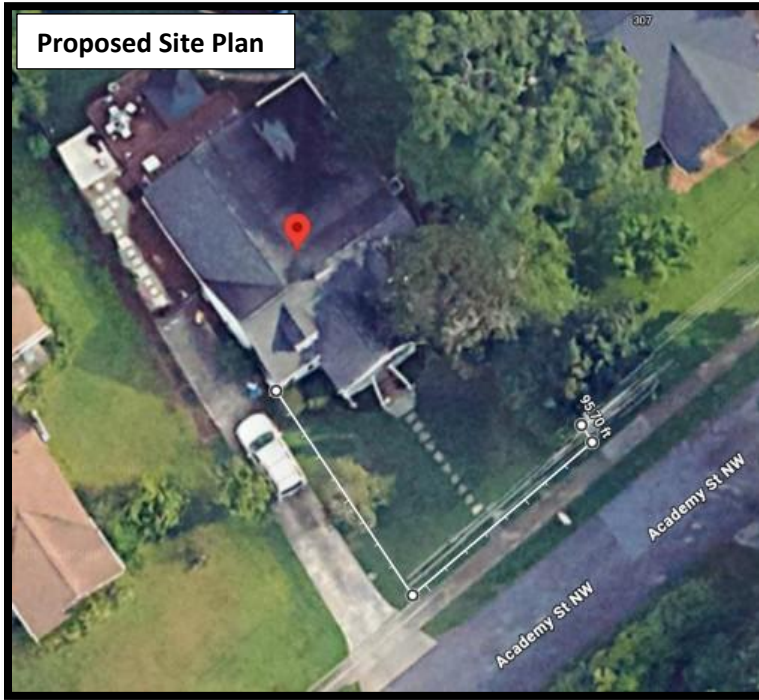
Supports Requested Use: No

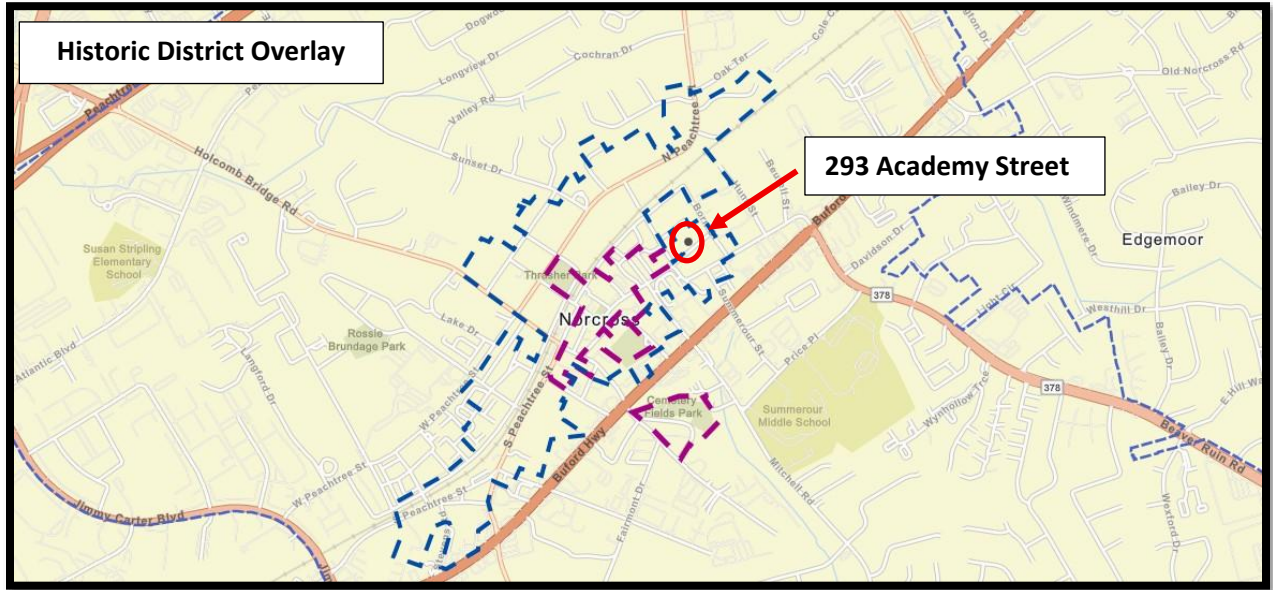
Factor: (5) Whether the requested relief, if granted, would cause substantial detriment to the public good or impair the purpose and intent of the UDO.

Analysis: The requested relief, if granted, may not cause substantial detriment to the public good or impair the purpose and intent of the UDO.

Supports Requested Use: Yes







Summary of the applicant’s proposal

The applicant is requesting to install a three (3’) foot tall wood picket fence with a gate in the front and side yard.

Current zoning district for the property

The R75 single-family residence zoning district is intended primarily for single-family residences and related uses on medium sized lots in the city.



APPLICATION FOR A VARIANCE TO THE PLANNING AND ZONING BOARD OF APPEALS

PROPERTY OWNER INFORMATION

Owner's Name: Benjamin Metzger
Owner's Address: 293 Academy St. Norcross GA 30071
Phone: [Redacted] Email: [Redacted]

APPLICANT INFORMATION

Contact Name: Benjamin Metzger
Company Name: nsc
Phone: [Redacted] Email: [Redacted]

PROPERTY INFORMATION FOR REQUESTED VARIANCE

Tax Parcel Number: _____ Size in Acres: .5 Number of existing structures: 1
Current Zoning: _____ Project Name: 293 Academy St. fence
Address: _____

DESCRIPTION OF REQUESTED VARIANCE

Putting a 3ft tall fence in the front yard

ACTION REQUESTED FROM THE BOARD OF APPEALS

[Blank lines for action requested]

REQUIRED ATTACHMENTS

- Site plan (to scale) of subject property indicating area of variance
- Legal description
- Vicinity Map
- Include a narrative that explains the reason for the requested variance

STATEMENT

Has the subject property been before the Mayor and Council, Downtown Development Authority, Architectural Review Board, Board of Appeals, Planning and Zoning Board, or any other City Board in the past 24 months? YES NO

If yes, list the board and reference number: COA 2025-013

APPLICANT'S SIGNATURE

 4-1-26

Signature

Date

CITY USE ONLY BELOW THIS LINE

Date received: _____ Receipt Number: _____ Application Number: _____

Fee Paid: \$ _____ Meeting Date: _____

DEADLINE AND HEARING SCHEDULE

See calendar on the Community Development website for pre-application conference deadlines, application submission deadlines and scheduled meeting dates.

(THE PROPERTY OWNER OR APPLICANT'S ATTENDANCE AT EACH PUBLIC HEARING IS REQUIRED)

CONFLICT OF INTEREST CERTIFICATION FOR REZONINGS

The undersigned below, making application for rezoning, has complied with the Official Code of Georgia Section 36-67A-1, et seq. Conflict of Interest in Zoning Actions, and has submitted or attached the required information on the forms provided.

[Signature] 4-2-26 Benjamin Taylor Metzger
 SIGNATURE OF APPLICANT DATE TYPE OR PRINT NAME AND TITLE

[Signature] 4-2-26 Benjamin Taylor Metzger
 SIGNATURE OF APPLICANT'S DATE TYPE OR PRINT NAME AND TITLE
 ATTORNEY OR REPRESENTATIVE

DISCLOSURE OF CAMPAIGN CONTRIBUTION

Have you, within the two years immediately preceding the filing of this application, made campaign contributions aggregating \$250.00 or more to a City of Norcross Mayor/Council Member or a Member of the Planning and Zoning Board

no (YES or NO)

 YOUR NAME

If the answer is yes, please complete the following section:

NAME AND OFFICIAL POSITION OF GOVERNMENT OFFICIAL	CONTRIBUTIONS (LIST ALL WHICH AGGREGATE TO \$250.00 OR MORE)	DATE CONTRIBUTION WAS MADE (WITHIN THE LAST TWO YEARS)

Attach additional sheets if necessary to disclose or describe all contributions

CRITERIA FOR EVALUATING VARIANCE REQUESTS

1. Whether there are extraordinary and exceptional conditions pertaining to the particular property in question because of its size, shape or topography.

No

2. Whether the application of UDO to this particular piece of property would create an unnecessary hardship.

~~No~~
Keeping our three girls safe from entering the busy street.

3. Whether such conditions are peculiar to the particular piece of property involved

No

4. Whether such conditions are the result of any actions of the property owner

No

5. Whether the requested relief, if granted, would cause substantial detriment to the public good or impair the purpose and intent of the UDO

No

Ownership Affidavit & Designation of Agent



I. Ownership.

I, Benjamin Metzger, hereby attest to ownership of the property described below:

Parcel I.D. Number(s) _____

Location address: _____

for which this Application is submitted.

The ownership, as recorded on the deed, is in the name of: _____

Benjamin Taylor Metzger

Please complete the appropriate section below:

NOTE: The person signing under section IV Acknowledgement, must be listed below as an officer or partner.

Individual

Corporation/Limited Liability Company (LLC)

Partnership

Government Entity

Provide Names of Officers/Members:

Provide Names of General Partners:

Secretary of State Registration Number: _____

Name/Address of Registered Agent: _____

II. Designation of Owner's Agent. (Leave blank if not applicable)

As the owner of the above designated property and the applicant for which this affidavit is submitted, I wish to designate the below named party as my agent in all matters pertaining to the location address. In authorizing the agent named below to represent me, or my company, I attest that the application is made in good faith and that any information contained in the application is accurate and complete to the best of my knowledge and belief. (Note: Prior to the issuance of a building permit, the owner's agent must be the contractor listed on the permit application.)

Owner's Agent: _____

Address: _____

Contact Person: _____

Telephone No.: _____

III. Notice to Owner.

A. All changes in Ownership & Applicant's Agent prior to issuance shall require new affidavit. If ownership changes the new owner assumes the obligations and the original applicant is released from responsibility for actions taken by others after the change in ownership.

B. If the Owner intends the Designation of Applicant's Agent to be limited in any manner, please indicate the limitation below. (i.e., Limited to obtaining a certificate of concurrency for the parcel; limited to obtaining a land use compliance certificate; etc.)

City of Norcross, 65 Lawrenceville Street, Norcross, GA 30071 Community Development Department, 678-421-2027

IV. Acknowledgement.

• **Individual**

[Signature]
Signature

Print Name: Benjamin Metzger
Address: 293 academy St.
Norcross GA, 30071
Phone #: [Redacted]

• **Government Entity**

Benjamin Taylor Metzger
Print Government Name

By: [Signature]
Signature
Print Name: Benjamin Metzger
Title: owner
Department: _____

• **Corporation/LLC**

Print Corporation/LLC Name _____
By: _____
Signature
Print Name: _____
Its: _____
Address: _____
Phone #: _____

• **Partnership**

Print Partnership Name _____
By: _____
Signature
Print Name: _____
Its: _____
Address: _____
Phone #: _____

NOTARY INFORMATION (Please use appropriate block.)

STATE OF GEORGIA
COUNTY OF _____

• **Individual**

Before me, this _____ day of _____, 20____, personally appeared _____ who executed the foregoing instrument, and acknowledged before me that same was executed for the purposes therein expressed.

• **Government Entity**

Before me, this _____ day of _____, 20____, personally appeared _____ as _____ and on behalf of _____ who executed the foregoing instrument, and acknowledged before me that same was executed for the purposes therein expressed.

• **Corporation/LLC**

Before me, this _____ day of _____, 20____, personally appeared _____ of _____ a _____ corporation/ (State) LLC, on behalf of the corporation/ LLC, who executed the foregoing instrument and acknowledged before me that same was executed for the purposes therein expressed.

• **Partnership**

Before me, this _____ day of _____, 20____, Of _____, personally appeared _____ partner/agent on behalf of _____ a partnership, who executed the foregoing instrument and acknowledged before me that same was executed for the purposes therein expressed.

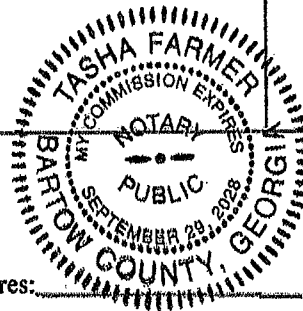
Signature of Notary

[Signature]

Print Notary Name

TASHA FARMER

NOTARY STAMP:



My commission expires: _____

Sept 2028

Identification Method: Personally known.
 Produced I.D. - Type: _____






FenceWorks of Georgia

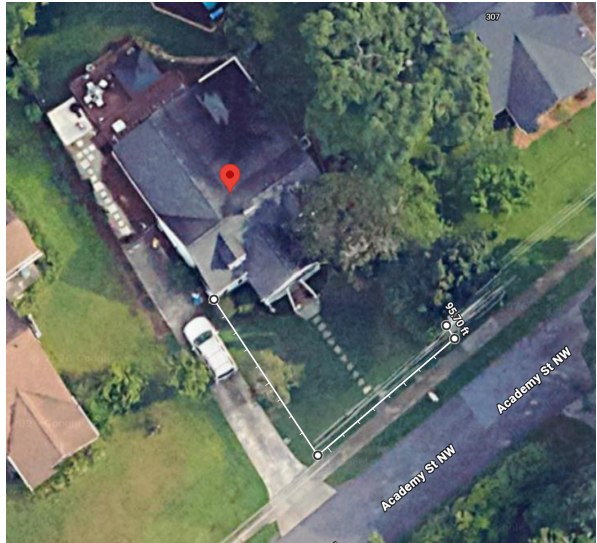
Est. 2006

300 Piedmont Court, STE A, Atlanta, GA 30340

(770) 452-9900

Office@FenceWorksGA.com

Customer: Taylor Metzger		Job Address (if different):		<i>For Office Use:</i>	
Address: 293 Academy St NW				Materials Ordered <input type="checkbox"/>	
City: Norcross		Zip: 30071		Materials Delivered <input type="checkbox"/>	
Email:		Cell:		Subject to Statement of Conditions	
Footage		Fence Type		Height	
96		Rooftop		3	
		Picket Fence			
<p>10 Year Warranty against defects in workmanship. FenceWorks will exchange up to 15% of pickets for 10 years (labor not included). Wood components, when exposed to the elements are subject to warpage, cracking, mold, mildew, rot & discoloration. All posts set in wet concrete.</p> <p>Customer agrees to obtain all required permits, mark all property lines, and mark any underground pipes, wires or other structures that may be damaged during installation. FenceWorks will not be held liable for damages to any unmarked structures.</p>					
Approximate Picket Spacing (May Vary)					
Spacing:		2"			
Gates					
Qty	Width	Height	Description		
2	4'w	3'h	Single gates		
Wood Specifications					
Post			Panel / Picket		
					
Style	Capped		Rooftop		
Type	P.T. Pine		Cedar		
Size	4" x 4"		3.5" Pickets		
Post Cap	Slim White		Rails	2	
Design	Face			P.T. Pine	
Other			Straight	 Straight	
Top of Fence			Panel Direction		
Slope with Grade (less Space)			Face OUT		
Metal & Vinyl Specifications					
Ornamental Specifications					
Post Cap		Chain Link Specifications			
		Fabric / Gauge			
		Top Rail			
		Line Posts			
Finials		Terminal Posts			
		Gate Posts			
Color		Notes:		Gate Frame	
Picket				Barbed Wire	
Post				Tension Wire	



Comments or Special Instructions			
<p>\$1,998 96' of picket fence \$780 Painting white (best to wait 90 days after install)</p>			
Financing Options Available			
Total Price:		\$2,778.00	
Materials Deposit (50%):		\$1,389.00	
<p>Terms: 50% Materials Deposit, balance due upon completion No Fee for Check or eCheck Credit Card Fee 3.3% Financing Fee 3.9% Bids are valid for 14 Days.</p>			
Accepted by Purchaser:		Date:	
Estimator: Tony Plagman		Date: 03/23/26	
Phone: (770) 714-1144			
Email: Tony@FenceWorksGA.com			





January 9, 2026

Helen Balch, AICP
Community Development
& Planning Director
City of Norcross

Reference: COO2025-221

Hi Helen,

I hope you are doing well. This letter serves as a formal petition for reconsideration of the denial of the permit application referenced above. We respectfully request that the application be evaluated as a **Non-Conforming Use**, consistent with the definitions and provisions contained in the City of Norcross ordinances. The basis for this request is outlined below:

1. Established and Continuous Public Assembly Use

The property has been used for Public Assembly for many years, as reflected in the previously issued Certificate of Occupancy from the City of Norcross. A copy of that Certificate, provided by the former tenant, is attached for your review.

2. Continuity of Licensed Operations and No Structural Changes

The prior tenant, Ochoa Enterprises, LLC (DBA GO Life Studio Fitness), maintained an active business license for a Training Center through July 2025, according to the City Finance Department's records. The new tenant's application was initiated in November 2025, and we are requesting approval for a tenant change from Training Center to Church.

The building has not undergone any structural or infrastructural modifications. This is supported by the new Certificate of Occupancy issued in December by the same inspector who issued the previous one. Copies of prior business licenses, obtained from the former tenant, are attached.

3. Parking Capacity and Access Compliance

The leased space is 950 sq. ft., and the property provides 18 parking spaces, which were recently restriped at the rear of the building. Two of these spaces are designated handicap spaces located directly



in front of the two building entrances. The property also benefits from dual access points—one from Buford Highway and one from Old Norcross Road.

In light of the above, we respectfully request approval of the permit, as the property meets the applicable requirements and the use is consistent with its long-standing operational history. Thank you for your time, attention, and continued assistance. We appreciate your consideration and look forward to resolving this matter.

Warm regards,

Víctor Zambrano
c/o Iglesia de Jesucristo



ZONING BOARD OF APPEALS – APPEAL PACKET

March 10, 2026

Property: 5266 Buford Hwy, Norcross, GA

Appellant: Victor Zambrano, Member of the Ownership Entity & Authorized Representative of the Incoming Tenant (Iglesia de Jesucristo en Espíritu y Verdad)

5266 Buford Hwy, Norcross Ga. 30071



Appeal of Staff Determination – Continuity of Use / Existing Nonconforming Assembly Use

To the Members of the Zoning Board of Appeals:

I respectfully submit this appeal on behalf of both the property owner and the incoming tenant, Iglesia de Jesucristo En Espiritu y Verdad. The evidence demonstrates that the Assembly use at 5266 Buford Hwy has been continuous, legally recognized, and uninterrupted, and therefore qualifies as an existing nonconforming use under the City’s Unified Development Ordinance.

I. Introduction

The Assembly use has been continuous for several years, has never lapsed under the standards of the UDO, and has been consistently recognized by both Gwinnett County and the City of Norcross through uninterrupted Certificates of Occupancy. As a member of the ownership entity, I confirm that the property has remained in continuous use and has not experienced any period of vacancy or discontinuation that would trigger loss of nonconforming status.

II. Evidence of Continuous Assembly Use

1. Continuous Assembly Certificates of Occupancy (2021–Present)

Both Gwinnett County and the City of Norcross have issued Certificates of Occupancy designating the building as Assembly. These COs have remained unchanged and uninterrupted since 2021.

2. New Certificate of Occupancy Issued Under Applicant’s Name

Our current business license application passed all required inspections, including life-safety and building code reviews. The City of Norcross issued a new Certificate of Occupancy under our organization’s name for Assembly use.

5266 Buford Hwy, Norcross Ga. 30071





3. No 180-Day Cessation of Use (UDO Standard)

There is no evidence of any lapse approaching or exceeding 180 days.

4. Prior Tenant's Business License History

GO LIFE STUDIO FITNESS, the prior tenant, held active business licenses for the property for four consecutive years (2021–2024), demonstrating continuous and legally recognized Assembly operations. The Finance Department confirmed that the 2024 license remained active into 2025 until its administrative closure on July 17, 2025, due solely to lack of submitted renewal paperwork. Administrative closure does not indicate cessation of use.

5. Parking and Access Compliance

The leased space is 950 sq. ft. and is supported by 18 parking spaces, including two handicap spaces.

III. Consistency with the Intent of the UDO

The UDO protects continuous uses from being penalized due to administrative issues unrelated to actual use. The Assembly use never stopped, the COs never changed, and the business license history confirms continuity.

IV. Request for Relief

I respectfully request that the Zoning Board of Appeals reverse the staff determination and recognize 5266 Buford Hwy as an existing nonconforming place of assembly.

V. Conclusion

The record demonstrates that the Assembly use at 5266 Buford Hwy has been continuous, legally recognized, and fully compliant.



Respectfully,

A handwritten signature in black ink, appearing to read "Victor Zambrano", written over a horizontal line.

Victor Zambrano

Member of the Ownership Entity

Authorized Representative of the Incoming Tenant

Iglesia de Jesucristo en Espíritu y Verdad

March 10, 2026

Exhibit Index

- A – Certificates of Occupancy (2021–Present)
- B – New Certificate of Occupancy (2026)
- C – Ownership Statement Confirming Continuous Use
- D – Timeline of Occupancy and Use
- E – GO LIFE STUDIO FITNESS Business License History (2021–2024)
- F – Finance Department Communication Summary
- G – Business License Application & Inspection Approvals

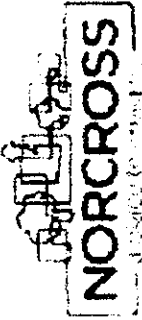
5266 Buford Hwy, Norcross Ga. 30071



Exhibit A – Certificates of Occupancy (2021 – Present)

5266 Buford Hwy, Norcross Ga. 30071

CITY OF NORCROSS



CERTIFICATE OF OCCUPANCY

This Certificate upon issuance, certifies your location was inspected in accordance with requirements of the *International Building Code, 2012 Edition* as adopted by the City of Norcross, Georgia.

Permit Number: COO2021-205 Project Address: 5266 Buford Highway

Property Owner: Heidy Ochoa

Property Owner Address: _____

Project Description: Ochoa Enterprises, LLC

Zoning: _____ Building Occupancy: Assembly Building Type: _____

Mar. O. Ochoa Date: October 15, 2021

BUILDING OFFICIAL

CITY OF NORCROSS



CERTIFICATE OF OCCUPANCY

This Certificate upon issuance, certifies your location was inspected in accordance with requirements of the *International Building Code, 2018 Edition* as adopted by the City of Norcross, Georgia.

Permit Number: COO2025-221 Project Address: 5266 BUFORD HWY, FIRST FLOOR
Property Owner: IGLESIA DE JESUCRISTO EN ESPIRITU Y VERDAD INC
Property Owner Address: 5266 BUFORD HWY, FIRST FLOOR
Project Description: IGLESIA DE JESUCRISTO EN ESPIRITU Y VERDAD INC

This Certificate of Occupancy shall be made null and void if change of use, occupancy, physical alterations, additions, renovations, or a fire or destructive event of serious consequence, or other hazard(s) are identified. This document shall be available for inspection at the building at all reasonable times.

Zoning: C2 Building Occupancy: COMMERCIAL Building Type: _____
Date: DECEMBER 19, 2025



BUILDING OFFICIAL



Exhibit B – New certificate of Occupancy (2026)

5266 Buford Hwy, Norcross Ga. 30071

CITY OF NORCROSS



CERTIFICATE OF OCCUPANCY

This Certificate upon issuance, certifies your location was inspected in accordance with requirements of the *International Building Code, 2018 Edition* as adopted by the City of Norcross, Georgia.

Permit Number: COO2025-221 Project Address: 5266 BUFORD HWY, FIRST FLOOR

Property Owner: IGLESIA DE JESUCRISTO EN ESPIRITU Y VERDAD INC

Property Owner Address: 5266 BUFORD HWY, FIRST FLOOR

Project Description: IGLESIA DE JESUCRISTO EN ESPIRITU Y VERDAD INC

This Certificate of Occupancy shall be made null and void if change of use, occupancy, physical alterations, additions, renovations, or a fire or destructive event of serious consequence, or other hazard(s) are identified. This document shall be available for inspection at the building at all reasonable times.

Zoning: C2 Building Occupancy: COMMERCIAL Building Type: _____

[Signature] Date: DECEMBER 19, 2025

BUILDING OFFICIAL



GWINNETT COUNTY

CERTIFICATE OF OCCUPANCY

PERMIT NUMBER: TNC2025-02778



BUILDING ADDRESS: 5266 BUFORD HWY, NORCROSS, GA 30071	BUILDING NUMBER:	SUITE NUMBER:
CITY: NORCROSS	BUILDING/TENANT AREA: 1184	
ZIP CODE: 30071	TYPE OF WORK: Tenant Change	
PARCEL NUMBER: 6256 040	BUILDING/TENANT KNOWN AS: IGLESIA DE JESUCRISTO	

OFFICE OF THE FIRE MARSHAL
Department of Fire and Emergency Services

NFPA OCCUPANCY CLASSIFICATION: Assembly

OCCUPANT LOAD: 88

ADDITIONAL COMMENTS: CO sent to email on file.

This certifies that the premises described herein conforms substantially to the approved plans and specifications and to the requirements of the applicable laws, rules and regulations, codes, standards and ordinances for the uses and occupancy specified. This Certificate of Occupancy shall be made null and void if change of use, occupancy, or physical alterations, additions, renovations, or a fire or destructive event of serious consequence, or other hazard(s) identified. This document shall be available for inspection at the building at all reasonable times.

The Fire Marshal is authorized to, in writing, suspend or revoke this Certificate of Occupancy under the provisions of the Gwinnett County Code of Ordinances, Chapter 42, when it is determined that the premises described herein or portion thereof is in violation of any applicable law, rules and regulations, codes, standards, and ordinances or any provision thereof.

This inspection or permitting of any building, structure or plan under the requirements of the codes shall not be construed in any court as a warranty of the physical condition of such building or the adequacy of such plan. No jurisdiction nor any employee thereof shall be liable in court for damages for any defect or hazardous or illegal condition or inadequacy in such building or plan, nor for any failures of any component of such building, which may occur subsequent to such inspection or permitting.

ISSUED BY: BWARREN
DATE ISSUED: 11/25/2025

TITLE: Inspector
SIGNATURE: BWARREN

408 Hurricane Shoals Road, Lawrenceville, Ga 30045
Office: (678) 518-4980, Fax: (678) 518-4501, Inspection Request: (678) 518-6277
www.gwinnettfiremarshal.com

POST IN A CONSPICUOUS PLACE AT THE MAIN ENTRANCE TO THE PREMISES



Exhibit C – Ownership Statement Confirming Continuous Use

5266 Buford Hwy, Norcross Ga. 30071



Exhibit C

Ownership Statement Confirming Continuous Use

Property: 5266 Buford Hwy, Norcross, GA

Owner: Vity Investments LLC

Representative: Victor Zambrano, Member of the Ownership Entity

I, Victor Zambrano, in my capacity as a member of the ownership entity for the property located at 5266 Buford Hwy, Norcross, Georgia, hereby provide the following statement for inclusion in the official record of the Zoning Board of Appeals:

1. The property has maintained continuous Assembly use without interruption. At no point has the building been vacant, abandoned, or unused for a period approaching or exceeding 180 days.
2. The prior tenant operated into mid-2025, and the transition to the incoming tenant, Iglesia de Jesucristo en Espíritu y Verdad, occurred within a normal and reasonable timeframe that did not constitute a cessation of use under the Unified Development Ordinance.
3. The building's Certificates of Occupancy have continuously designated the use as Assembly since 2021, and the City of Norcross recently issued a new Certificate of Occupancy under the incoming tenant's name after all inspections were completed.

5266 Buford Hwy, Norcross Ga. 30071



4. The property owner fully supports the incoming tenant's continuation of the Assembly use, which is consistent with the building's long-standing classification and historical operations.

5. The appeal submitted to the Zoning Board of Appeals is authorized and supported by the ownership entity, and all statements regarding continuity of use are accurate to the best of my knowledge and based on direct involvement with the property's management and tenant transitions.

This statement is provided to confirm the uninterrupted nature of the Assembly use and to support the recognition of the property as an existing nonconforming use under the City's Unified Development Ordinance.

Signed,

A handwritten signature in black ink, appearing to read "Victor Zambrano", is written over a horizontal line.

Victor Zambrano

Member of the Ownership Entity

Authorized Representative of the Incoming Tenant

Iglesia de Jesucristo en Espíritu y Verdad

March 5, 2026



Exhibit D – Timeline of Occupancy and Use

5266 Buford Hwy, Norcross Ga. 30071



Exhibit D

Timeline of Occupancy and Use

Property: 5266 Buford Hwy, Norcross, GA

Prepared by: Victor Zambrano, Member of the Ownership Entity

The following timeline documents the continuous Assembly use of the property, the tenant transition period, and the absence of any 180-day lapse in use as defined by the Unified Development Ordinance.

Timeline of Occupancy and Use (2021–2026)

Date / Period	Event / Activity	Relevance to Continuity of Use
2021–2024	GO LIFE STUDIO FITNESS holds active business licenses each year.	Confirms legally recognized, continuous Assembly operations.
January–June 2025	Prior tenant continues operations into mid-2025.	Demonstrates active use during 2025.
July 17, 2025	Finance Department administratively closes 2025 renewal option due to missing paperwork.	Administrative closure does <i>*not*</i> indicate cessation of use; 2024 license remained active into 2025.
Mid-2025	Prior tenant vacates; property remains in active condition.	No vacancy approaching 180 days.
November 2025	Incoming tenant (Iglesia de Jesucristo en Espíritu y Verdad) submits	Shows prompt continuation of use.

5266 Buford Hwy, Norcross Ga. 30071



	business license application and inspection requests.	
Late 2025	All inspections passed (life-safety, building, fire).	Confirms building remains suitable for Assembly use.
Early 2026	City of Norcross issues new Certificate of Occupancy under incoming tenant's name.	Confirms continued Assembly use and no new use being established.
2026 (Present)	Incoming tenant preparing to occupy and continue Assembly operations.	Confirms ongoing continuity.

Statement of Accuracy

As a member of the ownership entity, I confirm that the above timeline accurately reflects the occupancy and use of the property and demonstrates that the Assembly use has never ceased for a period approaching or exceeding 180 days.

Respectfully,



Victor Zambrano

Member of the Ownership Entity
 Authorized Representative of the Incoming Tenant
 Iglesia de Jesucristo en Espíritu y Verdad
 March 5, 2026

5266 Buford Hwy, Norcross Ga. 30071



Exhibit E – GO LIFE STUDIO FITNESS Business License History (2021–2024)

5266 Buford Hwy, Norcross Ga. 30071



Exhibit E

GO LIFE STUDIO FITNESS – Business License History (2021–2024)

Property: 5266 Buford Hwy, Norcross, GA

Prepared by: Victor Zambrano, Member of the Ownership Entity

This exhibit documents the prior tenant’s legally recognized business operations at the property. GO LIFE STUDIO FITNESS maintained active business licenses for four consecutive years, demonstrating continuous Assembly use and confirming that the property was not abandoned or inactive.

Business License Summary

Year	Status	Notes
2021	Active	Business license issued by the City of Norcross.
2022	Active	Business license renewed and issued.
2023	Active	Business license renewed and issued.
2024	Active	Business license renewed and issued; remained active into 2025.
2025	Not renewed	Renewal option administratively closed July 17, 2025 due to missing paperwork (not cessation of use).

Relevance to Appeal

5266 Buford Hwy, Norcross Ga. 30071



- Confirms four consecutive years of legally recognized Assembly operations.
- Demonstrates no lapse in use during 2021–2024.
- Supports the argument that the property’s Assembly use was continuous and uninterrupted.
- Reinforces that the only gap was administrative, not operational, and therefore does not meet the UDO’s 180-day discontinuation standard.

Signed,

A handwritten signature in black ink, appearing to read "Victor Zambrano", is written over a horizontal line.

Victor Zambrano
Member of the Ownership Entity
Authorized Representative of the Incoming Tenant
Iglesia de Jesucristo en Espiritu y Verdad
March 5, 2026



**Exhibit F – Finance Department Communication to Planning Department –
Administrative Closure Clarification**

5266 Buford Hwy, Norcross Ga. 30071



Exhibit F

Finance Department Communication to Planning Department – Administrative Closure Clarification

Property: 5266 Buford Hwy, Norcross, GA

Prepared by: Victor Zambrano, Member of the Ownership Entity

This exhibit documents the internal communication from the City of Norcross Finance Department to the Community Development & Planning Department regarding the prior tenant's business license status. The communication confirms that the 2025 business license renewal option for GO LIFE STUDIO FITNESS was administratively closed due to lack of submitted renewal paperwork, and not due to any cessation of use or vacancy at the property.

Summary of Finance-to-Planning Communication

- The Finance Department informed Planning that GO LIFE STUDIO FITNESS held active business licenses from 2021 through 2024.
- The 2024 license remained active into 2025.
- The renewal option for 2025 was administratively closed on July 17, 2025 because the tenant did not submit renewal paperwork.
- Finance did not indicate any operational closure, vacancy, or cessation of use.
- Planning was made aware that the administrative closure was a paperwork issue, not a discontinuation of the Assembly use.

Relevance to Appeal

- Confirms that the City recognized the prior tenant as active through 2024 and into 2025.
- Demonstrates that the only gap was administrative, not operational.
- Supports the argument that the Assembly use never ceased for 180 days, as required by the UDO to lose nonconforming status.

5266 Buford Hwy, Norcross Ga. 30071



- Shows that Planning had direct knowledge of the administrative nature of the closure.

Statement of Accuracy

I affirm that this summary accurately reflects the communication between the Finance Department and the Planning Department regarding the prior tenant's business license status.

Signed,

A handwritten signature in black ink, appearing to read "Victor Zambrano", is written over a horizontal line.

Victor Zambrano

Member of the Ownership Entity

Authorized Representative of the Incoming Tenant

Iglesia de Jesucristo en Espiritu y Verdad

March 5, 2026



Exhibit G – Business License Application & Fee Payments

5266 Buford Hwy, Norcross Ga. 30071



COO2025-221 - Iglesia
Community Development Department
65 Lawrenceville Street Norcross, GA 30071
Printed on 11/21/2025

<p>Applicant Torrealba, Oscar Iglesia de Jesucristo en Espiritu y Verdad, Inc [Redacted] 5266 Buford Hwy First Floor Norcross, GA, 30071 [Redacted] <u>Change Applicant</u></p>	<p>Owner Zambrano, Victor Vity Investments LLC [Redacted] 5266 Buford Hwy 110 Norcross, GA, 30071 [Redacted] <u>Change Owner</u></p>	<p>Location 5266 Buford Hwy Norcross, GA, 30071 33.9492745, -84.19772239999999 <u>Map in Google</u></p>
--	---	--

Enter the information as possible (this is not required)

Zoning	C1
Building Occupancy	
Building Type	

Select to acknowledgement the statement below

I have reviewed the application for Change of Occupancy and understand the requirements that are included.	Yes
--	-----

Note - Initials can be used in lieu of signatures in the fillable PDF document



Permit Payment Receipt
Norcross, GA
65 Lawrenceville St.
Norcross, Georgia 30071
Office: 770-448-2122

Office: Norcross-Permits

Category: Change of Occupancy Application

Receipt Note: Norcross Review Fee

Payment Type/Last 4 of CC: Visa-9279

Payment Method: WEB

Customer Name:	
Payor Name:	Victor Zambrano
Billing Address:	3129 Commonwealth Way
City/State/Zip:	Milton, GA 30004
Phone #:	[REDACTED]
Email:	[REDACTED]
Payment Date:	11/25/2025 4:29:23 PM
Payment Clerk:	
Confirmation #:	41288076

Thank you for your payment. You will see two transactions on your card related to your payment:

- 1) Permit billed by Norcross, GA
- 2) Service Fee billed by GovernmentWindow

Project ID:	COO2025-221
Permit Amount:	\$75.00
Service Fee Amount:	\$2.50
Total Paid:	\$77.50

-- CUSTOMER COPY --



Permit Payment Receipt
Norcross, GA
 65 Lawrenceville St.
 Norcross, Georgia 30071
 Office: 770-448-2122

Office: Norcross-Permits

Category: Change of Occupancy Application

Receipt Note: Re-Inspection Fee

Payment Type/Last 4 of CC: Visa-3887

Payment Method: WEB

Customer Name:	
Payor Name:	Patricia Galindo
Billing Address:	4140 Idle Grass Pl
City/State/Zip:	Cumming, GA 30041
Phone #:	[REDACTED]
Email:	[REDACTED]
Payment Date:	12/19/2025 10:46:06 AM
Payment Clerk:	
Confirmation #:	41796761

Thank you for your payment. You will see two transactions on your card related to your payment:

- 1) Permit billed by Norcross, GA
- 2) Service Fee billed by GovernmentWindow

Project ID:	COO2025-221
Permit Amount:	\$75.00
Service Fee Amount:	\$2.50
Total Paid:	\$77.50

-- CUSTOMER COPY --



Change of Occupancy and Business Registration Application

Community Development Department Phone: 678-421-2027
65 Lawrenceville Street Norcross, GA 30071

APPLICATION INFORMATION				
Type of Application: <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Home Business <i>(complete the home-based business declaration for home businesses)</i>				
Reason for application: (Select all that apply)			This Business:	
<input checked="" type="checkbox"/> New Business <input type="checkbox"/> Change of Location <input type="checkbox"/> New Owner <input type="checkbox"/> Change of Business Name <input type="checkbox"/> Change of Business Activity			<input checked="" type="checkbox"/> is in a standalone suite/building, OR <input type="checkbox"/> is sharing tenant space with an existing business	
APPLICANT				
Applicant's Name: Oscar Torreblanca				
Applicant's Address: 201 Myrtle St SW, Rome Ga 30161		Phone Number: [REDACTED]	Email: [REDACTED]	
BUSINESS INFORMATION				
Legal Business Name: IGLESIA DE JESUCRISTO EN ESPIRITU Y VERDAD INC		Doing Business As (DBA):		
Business Address (physical location): 5266 BUFORD HWY		Suite #: First Floor	City: Norcross	State: GA
Mailing Address: 201 Myrtle St SW		Suite #:	City: Rome	State: Ga
Zip Code: 30071		Zip Code: 30161		
Description of the primary business activity: Christian Church				
Expected Opening Date: 11/26/25	NAICS Code: www.NAICS.com		813110	
BUSINESS OWNERSHIP INFORMATION				
<input type="checkbox"/> Sole Owner <input checked="" type="checkbox"/> Privately held Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Publicly Held Corporation <input type="checkbox"/> Publicly Held Corporation Subject to SEC Regulations <input type="checkbox"/> Other – Explain:				
Owner or President Name: Oscar Torreblanca		*Indicate if owner and president are different No		
Owner Home Address: 201 Myrtle St SW		Suite #:	City: Rome	State: Ga
Owner Email Address: [REDACTED]		Phone Number: [REDACTED]		
Zip Code: 30161		Zip Code: 30161		
Additional Business Contact Information				
On-site Business Manager: Oscar Torreblanca		Phone Number: [REDACTED]		Email: [REDACTED]
Additional Contact: <small>Victor Zambrano</small>		Phone Number: [REDACTED]		Email: [REDACTED]



Change of Occupancy and Business Registration Application

Community Development Department Phone: 678-421-2027
65 Lawrenceville Street Norcross, GA 30071

BUSINESS SANITATION		
<p>Per chapter 36-209 of the Norcross Code of Ordinances, "In order to obtain a business license, the applicant must show proof that sanitation service has been arranged with the city and appropriate deposits have been paid for the proposed business."</p> <p><input type="checkbox"/> My company is authorized to use Norcross Account Number for sanitation</p> <p><input type="checkbox"/> My company will need to apply for Sanitation Account</p>	<p style="text-align: center; margin-top: 0;">OFFICE USE ONLY</p> <p>CERTIFICATE # _____</p> <p>NAICS # _____</p> <p>SYSTEMS # _____</p> <p>FEE _____</p> <p>DATE _____</p>	
BUSINESS ACTIVITY QUESTIONNAIRE		
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Outdoor storage, outdoor work, outdoor display, AND/OR outdoor temporary buildings.
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Onsite sale or use of smoking related products, including Hookah, VAPE, Cigarettes, and Cigars
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Automotive repair, painting (body work), part sales AND/OR automotive sales, rental, or brokerage. Adult entertainment the depiction, display or featuring of specified anatomical areas.
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	The manipulation of human tissue.
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Selling/serving food AND/OR beverages. Selling AND/OR serving alcohol.
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Arcade machines, pool tables (or other amusement devices) AND/OR dance floor.
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Pawnbroker AND/OR precious metal dealer.
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Washing of any equipment or vehicle AND/OR discharge of wastewater, rinse water to the ground, street or storm drain.
Provide detailed explanation for the items selected above (mandatory):		
2. The business location has the following active utilities: <input checked="" type="checkbox"/> Electricity <input checked="" type="checkbox"/> Water <input checked="" type="checkbox"/> Heating <i>If the location has not had active utilities in the past 6 months, coordinate with specific tradesmen to apply for utility activation permit</i>		
Is this business required by the State of Georgia to have a state license? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If yes, please submit a copy of the state license</i>		
Will a business permanent or temporary sign be installed on the building or ground? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, a separate sign permit is required</i>		
Will this business require interior or exterior alterations or installation of equipment? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If yes, a separate building permit is required</i>		
COMMERCIAL LEASE INFORMATION		
Term of Lease: 2 Years	Total Square Footage: 1300	
Lease Start Date: 10/26/2025	Lease End Date: 10/31/2027	



Change of Occupancy and Business Registration Application

Community Development Department Phone: 678-421-2027
65 Lawrenceville Street Norcross, GA 30071

SUBMIT THE FOLLOWING WITH APPLICATION FORM (ALL BUSINESSES)

- Copy of Lease Agreement (Commercial based business only) or Proof of Property Ownership
- Copy of Government issued I.D. (i.e. Driver's License, Passport, Military, etc)
- Copy of Gwinnett County Fire Marshall Certificate of Occupancy
Contact 678-518-6000 - <https://aca-prod.accelea.com/GWINNETT/Welcome.aspx> (Online portal to schedule Fire inspection)
- Copy of GA Secretary of State License (if applicable)
Contact 478-207-2440 <https://sos.ga.gov/licensing-division-georgia-secretary-states-office>
- Copy of Gwinnett County Environmental Health approval (if applicable)
Contact 770-963-5732 - <https://www.gnrhealth.com/services/environmental-health-index/>
- GA Department of Agriculture approval (if applicable)
Contact 404-656-3600 - <https://www.agr.georgia.gov/foodsafety.aspx>
- Copy of Gwinnett County Water & Sewer Approval (if applicable)
- Contact 770-822-8000 - <https://www.gwinnettcounty.com/web/gwinnett/departments/water>

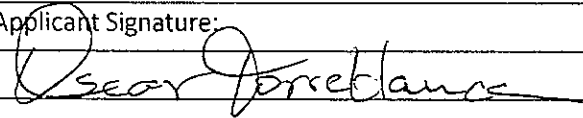
APPLICANT'S STATEMENT

Applicant affirms that the information specified on this application is a true and accurate representation of the proposed business activity on site. Failure to provide true and accurate information with respect to the proposed business activity on site may lead to revocation of certificate of occupancy or business license registration

Applicant Complete Name: Oscar Torreblanca

Applicant Signature:

Date: 1/25/25



POST IN A CONSPICUOUS PLACE

CITY OF NORCROSS



TAX CERTIFICATE

Professional -- Occupational -- Regulatory

In consideration of which the City of Norcross, Georgia, has granted a certificate for carrying on the business of
PHYSICAL FITNESS CENTERS

This Certificate Expires **12/31/2024** Amount Paid: 100.00

Witness my hand with day and year above written

Sonja Hampton

GENERAL GOVERNMENT DEPARTMENT

GOLIFE STUDIO FITNESS
5266 BUFORD HWY
NORCROSS GA 30071

Certificate No.: 08743

Date of Issue: 01/01/2024

Owner: HEIDY OCHOA

This Certificate is not transferable and is subject to be revoked if abused.

POST IN A CONSPICUOUS PLACE

CITY OF NORCROSS



TAX CERTIFICATE

Professional -- Occupational -- Regulatory

In consideration of which the City of Norcross, Georgia, has granted a certificate for carrying on the business of
PHYSICAL FITNESS CENTERS

This Certificate Expires **12/31/2023** Amount Paid: 100.00

Witness my hand with day and year above written

Paul Hanebuth

GENERAL GOVERNMENT DEPARTMENT

GOLIFE STUDIO FITNESS
5266 BUFORD HWY
NORCROSS GA 30071

Certificate No.: 08743

Date of Issue: 01/01/2023

Owner: HEIDY OCHOA

This Certificate is not transferable and is subject to be revoked if abused.

POST IN A CONSPICUOUS PLACE

CITY OF NORCROSS



TAX CERTIFICATE

Professional -- Occupational -- Regulatory

In consideration of which the City of Norcross, Georgia, has granted a certificate for carrying on the business of
PHYSICAL FITNESS CENTERS

This Certificate Expires **12/31/2022** Amount Paid: 100.00

Witness my hand with day and year above written

Karen Slaton - Dixon

GENERAL GOVERNMENT DEPARTMENT

GOLIFE STUDIO FITNESS
5266 BUFORD HWY
NORCROSS GA 30071

Certificate No.: 08743

Date of Issue: 01/01/2022

Owner: HEIDY OCHOA

This Certificate is not transferable and is subject to be revoked if abused.

Re: 5266 Buford Highway

From Helen Balch <Helen.Balch@norcrossga.net>

Date Mon 2/2/2026 1:13 PM

To Jessica Stephens <Jessica.Stephens@norcrossga.net>; Jon Robinson <Jon.Robinson@norcrossga.net>

Cc Business License <businesslicense@norcrossga.net>

Thank you, I appreciate it.



Helen Balch, AICP

Community Development & Planning Director

helen.balch@NorcrossGA.net

Office: 678.421.2003

65 Lawrenceville St NW, Norcross, GA 30071

www.NorcrossGA.net

NOTE: Email is provided to employees for the administrative needs of the city. Email correspondence to/from a city email account is considered public information and subject to release under Georgia laws or pursuant to subpoena

From: Jessica Stephens <Jessica.Stephens@norcrossga.net>

Sent: Friday, January 30, 2026 6:14 PM

To: Helen Balch <Helen.Balch@norcrossga.net>; Jon Robinson <Jon.Robinson@norcrossga.net>

Cc: Business License <businesslicense@norcrossga.net>

Subject: RE: 5266 Buford Highway

Hey,

They did not have an active license for 2025. It was terminated on 7/17/25 with their last active year being 2024.

Regards,



Jessica Stephens

Tax & Revenue Supervisor

✉ Jessica.Stephens@NorcrossGA.net

📞 Office: 770.448.2122

📍 65 Lawrenceville St NW, Norcross, GA 30071

 www.NorcrossGA.net

NOTE: Email is provided to employees for the administrative needs of the city. Email correspondence to/from a city email account is considered public information and subject to release under Georgia laws or pursuant to subpoena

From: Helen Balch <Helen.Balch@norcrossga.net>

Sent: Friday, January 30, 2026 5:06 PM

To: Jessica Stephens <Jessica.Stephens@norcrossga.net>; Jon Robinson <Jon.Robinson@norcrossga.net>

Cc: Business License <businesslicense@norcrossga.net>

Subject: Re: 5266 Buford Highway

According to the property owner, it should be Golife Studio Fitness. He claims the tenants had a valid license last year. He only gave me copies from 22'-24'



Helen Balch, AICP

Community Development & Planning Director

helen.balch@NorcrossGA.net

Office: 678.421.2003

65 Lawrenceville St NW, Norcross, GA 30071

www.NorcrossGA.net

NOTE: Email is provided to employees for the administrative needs of the city. Email correspondence to/from a city email account is considered public information and subject to release under Georgia laws or pursuant to subpoena

From: Jessica Stephens <Jessica.Stephens@norcrossga.net>
Sent: Friday, January 30, 2026 5:02 PM
To: Helen Balch <Helen.Balch@norcrossga.net>; Jon Robinson <Jon.Robinson@norcrossga.net>
Cc: Business License <businesslicense@norcrossga.net>
Subject: RE: 5266 Buford Highway

Hello Helen,

Is there a particular business you're looking for and if so, what's the name so I can better assist you?

Regards,



Jessica Stephens

Tax & Revenue Supervisor

✉ Jessica.Stephens@NorcrossGA.net

☎ Office: 770.448.2122

📍 65 Lawrenceville St NW, Norcross, GA 30071

🌐 www.NorcrossGA.net

NOTE: Email is provided to employees for the administrative needs of the city. Email correspondence to/from a city email account is considered public information and subject to release under Georgia laws or pursuant to subpoena

From: Helen Balch <Helen.Balch@norcrossga.net>
Sent: Friday, January 30, 2026 3:31 PM
To: Jessica Stephens <Jessica.Stephens@norcrossga.net>; Jon Robinson <Jon.Robinson@norcrossga.net>
Cc: Business License <businesslicense@norcrossga.net>
Subject: Re: 5266 Buford Highway

Thank you!
I appreciate it.

So no record of any type of fitness center in the last year or so?



Helen Balch, AICP

Community Development & Planning Director

helen.balch@NorcrossGA.net

Office: 678.421.2003

65 Lawrenceville St NW, Norcross, GA 30071

www.NorcrossGA.net

NOTE: Email is provided to employees for the administrative needs of the city. Email correspondence to/from a city email account is considered public information and subject to release under Georgia laws or pursuant to subpoena

From: Jessica Stephens <Jessica.Stephens@norcrossga.net>

Sent: Tuesday, January 27, 2026 9:50 AM

To: Helen Balch <Helen.Balch@norcrossga.net>; Jon Robinson <Jon.Robinson@norcrossga.net>

Cc: Business License <businesslicense@norcrossga.net>

Subject: RE: 5266 Buford Highway

Hello Helen,

I have 1 active license – 07869/G&O ROOFING INC with origination date of 1/21/2014 and NAICS code of 73 -General Business. Let me know if you need anything else!

Regards,



Jessica Stephens

Tax & Revenue Supervisor

✉ Jessica.Stephens@NorcrossGA.net

📞 Office: 770.448.2122

📍 65 Lawrenceville St NW, Norcross, GA 30071

 www.NorcrossGA.net

NOTE: Email is provided to employees for the administrative needs of the city. Email correspondence to/from a city email account is considered public information and subject to release under Georgia laws or pursuant to subpoena

From: Helen Balch <Helen.Balch@norcrossga.net>

Sent: Monday, January 26, 2026 3:27 PM

To: Jessica Stephens <Jessica.Stephens@norcrossga.net>

Subject: 5266 Buford Highway

Hi Jessica,

I am working on determining if a property is "existing nonconforming". Would you be able to tell me what license was active for 5266 Buford Highway for the 2025 year, please?

Thank you,



Helen Balch, AICP

Community Development & Planning Director

helen.balch@NorcrossGA.net

Office: 678.421.2003

65 Lawrenceville St NW, Norcross, GA 30071

www.NorcrossGA.net

NOTE: Email is provided to employees for the administrative needs of the city. Email correspondence to/from a city email account is considered public information and subject to release under Georgia laws or pursuant to subpoena

Re: COO2025-221

From Helen Balch <Helen.Balch@norcrossga.net>

Date Mon 2/2/2026 1:20 PM

To [REDACTED]

Bcc communitydevelopment@norcrossga.net <communitydevelopment@norcrossga.net>; LeDarius Scott <LeDarius.Scott@norcrossga.net>

Hi Mr. Zambrano,

The Finance department has informed me that GoLife Studio Fitness did not have an active license for 2025. It was terminated on 7/17/25 with their last active year being 2024. Therefore, this location cannot be considered existing non conforming for a place of assembly.

A place of assembly needs to meet the following requirements:

(x) *Places of public assembly.*

(1) Lot requirements:

- a. They are located on not less than five acres for places of worship in residential districts only; or
- b. One acre in commercial or mixed use districts, provided that the minimum parking requirements of this UDO can be met.

(2) A 20-foot undisturbed buffer is provided where the property abuts residential property.

(3) Schools are located on the same lot as a place of worship and are clearly secondary to the use.

Thank you,



Helen Balch, AICP

Community Development & Planning Director

helen.balch@NorcrossGA.net

Office: 678.421.2003

65 Lawrenceville St NW, Norcross, GA 30071

www.NorcrossGA.net

NOTE: Email is provided to employees for the administrative needs of the city. Email correspondence to/from a city email account is considered public information and subject to release under Georgia laws or pursuant to subpoena

From: Helen Balch <Helen.Balch@norcrossga.net>

Sent: Friday, January 30, 2026 3:34 PM

To: [REDACTED]

Subject: Re: COO2025-221

Hi Mr. Zambrano.

So far, I do not have records that 5266 had a valid license for a fitness center for 2025. Only a roofing company that still shows up as active. Please reach out to the previous tenant to provide you with their copy of their license from 2025. I am also waiting on Finance to check again, but if it didn't populate on the first search, I'm not sure if there was an active license in 2025.

I will keep you posted.

Thank you,



Helen Balch, AICP

Community Development & Planning Director

helen.balch@NorcrossGA.net

Office: 678.421.2003

65 Lawrenceville St NW, Norcross, GA 30071

www.NorcrossGA.net

NOTE: Email is provided to employees for the administrative needs of the city. Email correspondence to/from a city email account is considered public information and subject to release under Georgia laws or pursuant to subpoena

From: [REDACTED]

Sent: Friday, January 30, 2026 1:08 PM

To: Helen Balch <Helen.Balch@norcrossga.net>

Subject: Re: COO2025-221

You don't often get email from [REDACTED]. [Learn why this is important](#)

Caution: This email came from outside Norcross Networks. Do not open attachments or click on links if you do not recognize the sender.

Dear Helen,

I am following up on the status of our reconsideration petition for permit COO2025-221.

I provided the requested information regarding the former tenant's 2025 business activity in my previous email, but I have not yet seen any updates in the portal. Could you please let me know if there is any additional information needed or provide an update on the current status of the review?

Thank you for your assistance.

Warm regards,

Victor Zambrano

On Tue, Jan 20, 2026 at 7:05 PM [REDACTED]

Hi Helen,

The former tenant is currently out of town, so I have not been able to obtain a physical copy directly. However, I confirmed with the Finance Department that the business remained active through July 2025, which is consistent with the information included in my reconsideration letter.

Given this confirmation, along with the documentation already submitted, I hope this will be sufficient to validate the application and allow the review process to move forward. I appreciate your attention to this matter and would be grateful for your guidance on the next steps so we can finalize the approval.

Thank you again for your time and assistance.

Warm regards,

Victor Zambrano

On Tue, Jan 20, 2026 at 5:13 PM Helen Balch <Helen.Balch@norcrossga.net> wrote:

Thank you for your email, Mr. Zambrano.

I appreciate your patience. Do you have a license from 2025 for the previous business?



Helen Balch, AICP

Community Development & Planning Director

helen.balch@NorcrossGA.net

Office: 678.421.2003

65 Lawrenceville St NW, Norcross, GA 30071

www.NorcrossGA.net

NOTE: Email is provided to employees for the administrative needs of the city. Email correspondence to/from a city email account is considered public information and subject to release under Georgia laws or pursuant to subpoena

From: [REDACTED]
Sent: Friday, January 9, 2026 1:14 PM
To: Helen Balch <Helen.Balch@norcrossga.net>
Subject: COO2025-221

You don't often get email from [REDACTED] [Learn why this is important](#)

Caution: This email came from outside Norcross Networks. Do not open attachments or click on links if you do not recognize the sender.

Hi Helen,

I hope you're doing well. Please find attached the documents supporting our petition for reconsideration of the permit referenced above.

If you need any additional information or clarification, I'd be happy to provide it.

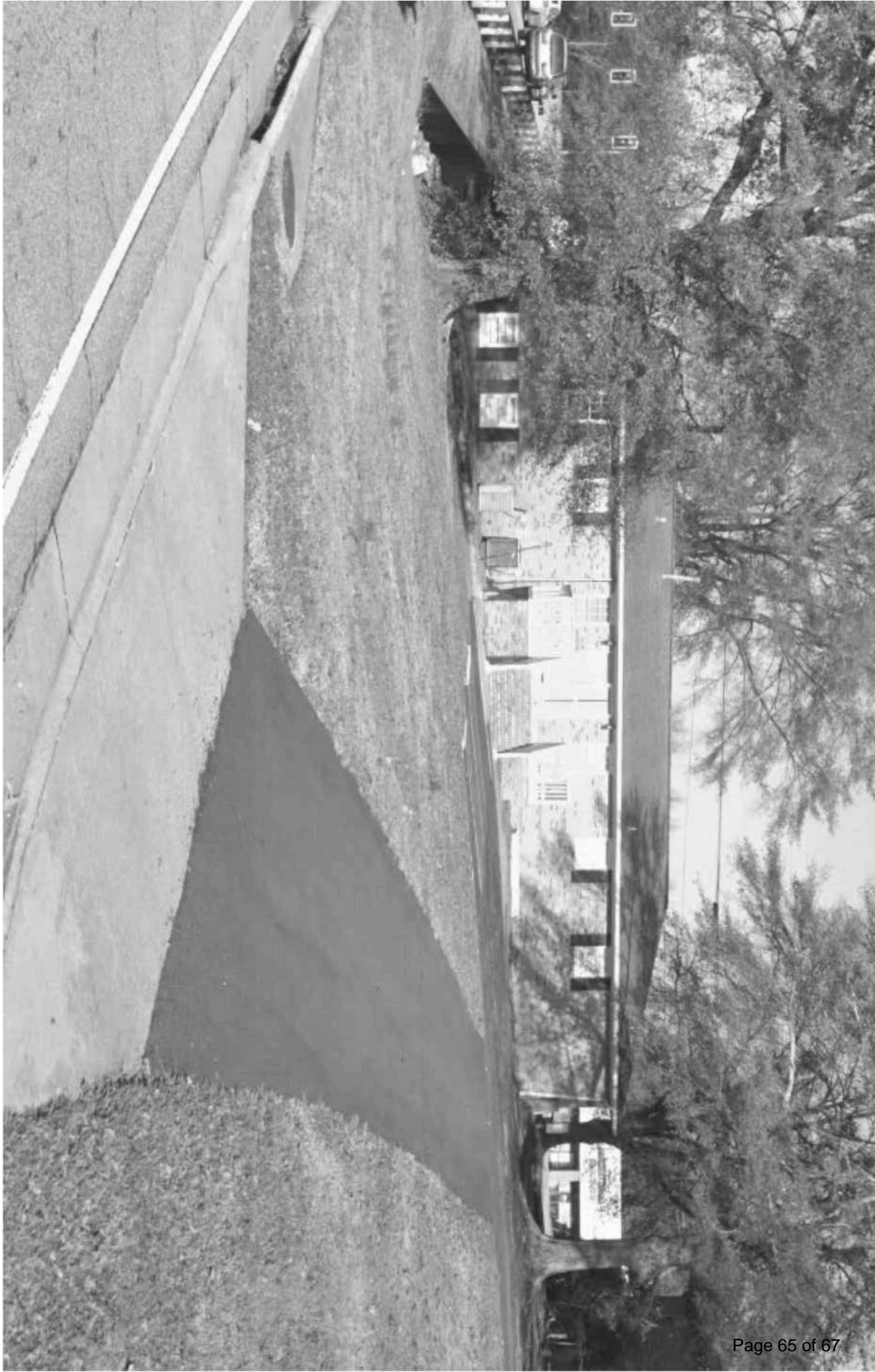
Warm regards,

Victor Zambrano

c/o Iglesia de Jesucristo







Public Records Exemptions

Enclosed please find a copy of the response documents for your public records request. The following information is provided to explain the process employed to review and produce the response documents.

Reason	Description	Pages
--------	-------------	-------

